

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
January 4, 2010

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi Bolton

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Frank Campana, Tina Connor, M. Shepard, Chief Begin, Christine Hague, Heleen Kurk,

**7:00 p.m. Chairman Clow called the meeting to order.**

**PUBLIC COMMENT** – Mr. Frank Campana reminded the Board that the last time that a proposed budget passed was in 2005. Mr. Campana discussed that a budget line, unless a contractual obligation, should still reflect the amount that was in the line in 2005. Mr. Campana said that lines within the budget can change as long as the bottom line default remains the same as 2005.

Chairman Clow said they document expenditures in the budget line where they belong. Chairman Clow said the actual expenditures are reflected whether over expended or under expended. The bottom line of the budget is where it needs to balance.

Mr. Campana said as a Board, they have the ability to take money from the Highway Department and use it in the Police Department, and this is confusing to keep track of. Chairman Clow said it would still reflect the expenditures on paper and show the over expenditures. Chairman Clow said it is possible for one department to over expend and another to under expend but the total bottom line of the overall budget needs to balance. Chairman Clow said the bottom line total appropriation is where they need to stay in. Mr. Campana commented on the over expenditure of the police overtime line. It was discussed that all the money to cover that line came from within the Police Department budget. Mr. Campana is still concerned with the default budget over the passed five years being skewed.

Chairman Clow said there are special articles, like additional police officers, that would be added to the budget the following year, if approved by the voters.

Mr. Campana said he tried to be objective when reviewing the budget.

**DEPARTMENT HEAD** – Chief Begin told the Board that the \$25,800 he has in purchase orders have not been purchased using the 2009 budget. The purchase orders were in place in case they had remaining funds to utilize. He will only spend what he has remaining.

Mrs. T. Connor said there is still around \$20,000 remaining to come out of the 2009 overall budget for wages. She said the bonus and accruals were \$11,000 less than what they were in 2008.

Christine Hague told the Board she sent them the engineer's report regarding the reinforcement at the Library for planning purposes. Mrs. Hague said engineer suggested they will need flooring for the Paige Room and pvc tile flooring for the children's room which is around \$4,500. If the work is done from below they have to take out all the books and furniture and there could be a moving and storage cost. The room is 1,125 sq ft. The

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project would only take a few days. There will be other associated costs with this project. Vice Chairman Butt said he is unsure if the moving expenses would be covered under the Capital Reserve. Mrs. Hague said that is why they need to discuss this so they know what is involved. Mrs. Hague said there is very little money in their budget to use for any other costs. The Library would be closed during repairs. Vice Chairman Butt would like to have a representative from the Building Committee involved in the project. Vice Chairman Butt said his concern is whether or not they need to put an article on the warrant to get additional funds for the Library repairs. Vice Chairman Butt said the Board will need to know if the Building Committee will be making a recommendation. January 12 is last day to give public notice of appropriations and special warrant articles. Mrs. Hague discussed there are needs for the exterior as well, and she is working on obtaining a preservation grant.

Chairman Clow said he had assumed they were looking at present funds in the Capital Reserve for the Library repairs. Vice Chairman Butt said they need to know the requested amount; there is \$160,000 in the fund. Mrs. Hague said they have had issues in the past about naming specific projects in special articles and having it voted down, and asked if it means funds cannot be taken out of any budget to make the repairs. The Board said that would be true. Vice Chairman Butt said if the project is \$20,000 or less then there should be money in the Capital Reserve to cover the costs. Vice Chairman Butt said the fund is for Government Building and Maintenance and is not designated for specific projects, just all government buildings.

### MANIFESTS

**Chairman Clow moved, Selectman Donison seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated January 7, 2010. Passed 4-0-1 Selectman Lacasse abstained.**

<b>Accounts payable</b>	<b>\$223,531.95</b>	(65,000 bond payment for the Safety Complex, \$40,000 for Fire Department ambulance)
<b>Gross Payrolls</b>	<b><u>\$54,874.33</u></b>	(Spec. Detail, Taxes, Credit Union, Fire Stipends, Hwy Ins Buyouts)
<b>Total</b>	<b>\$278,406.28</b>	

### MEETING MINUTES

**Vice Chairman Butt moved, Selectman Osborne seconded to approve the minutes of December 14, 2009 as amended. Passed 4-0-1 Selectman Lacasse abstained.**

**Selectman Lacasse moved, Selectman Osborne seconded to approve the minutes of December 21, 2009 as amended. Passed 5-0-0**

**Selectman Osborne moved, Vice Chairman Butt seconded to approve the minutes of December 28, 2009 as written. Passed 3-0-2 Selectman Lacasse and Chairman Clow abstained.**

**2009 FINAL EXPENDITURES** – Mrs. T. Connor said the \$25,830 in purchase orders from Chief Begin would overdraft the Police Department \$7,000. She asked if the Board makes the decision on what is purchased. The Board said it is up to Chief Begin to make the determination, but he needs to stay within his budget. It was discussed that the purchase orders can be cancelled. There is a purchase order for \$7,080 for police software upgrade for six laptops and \$1,080 for annual maintenance and support. Vice Chairman Butt said these are one time expenditures and should not be coming out of the operating budget and asked about a Capital Reserve. The Communications Capital Reserve balance is \$0. The Computer Capital Reserve balance is \$5,500. Chairman Clow said he does not see software as a Capital item. Vice Chairman Butt said there is a Capital Reserve for computers. Vice Chairman Butt said the Board has not discussed putting money into these Capital Reserves.

Chairman Clow said he cannot answer how much of the request is needed to make the switch to Bow dispatch effective. Selectman Donison said he remembers the air time cards not being a necessity in the contract. Chairman Clow said the air cards were a major benefit in choosing to go with Bow for dispatch. Selectman Lacasse said the air card give the officer the ability to download directly to their computers and not have to retype it back at the station. Vice Chairman Butt said he thought there was an associated savings with the air

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cards, spending more time in the cruisers and not at the station. Switchover will take over February 1, 2010. Chairman Clow asked what kind of timeline they have to work with for the purchase orders. Mrs. T. Connor said by Friday. Vice Chairman Butt would prefer to make this a one time expense for 2009 and not start off in the red for 2010. Chairman Clow said Chief Begin would have to decide which orders to place.

Selectman Osborne said Chief Begin came before them with this wish list, but he is over budget. Chairman Clow said he is not over yet, and said that the Chief will cancel a purchase order to not be over. Chairman Clow said if they can hold onto the crew of officers they have they should be able to eliminate some of the overtime they had this year. He said they are actually at full staff for full time officers, which should help the budget.

Vice Chairman Butt does not agree that these expenses should be coming out of the operating budget. He said if it was planned out, it should have been requested to come from a Capital Reserve and not an operating expense. Vice Chairman Butt said not taking these expenses out of the operating budget will start 2010 being overspent. Vice Chairman Butt said the Board will have to request to put money into the Capital Reserve. Selectman Osborne asked what if it is voted down. Vice Chairman Butt said the Capital Reserve is very generic and doesn't have to specify where the money goes.

Chairman Clow mentioned that the IMC software is utilized by most towns within the state. Mrs. Bolton said the difference she heard in the swap is the air cards. Chairman Clow said they agree that the air cards and subscription to use them are necessary to make the switch. Selectman Osborne said they are not necessary; the air cards help the information to come up on the screen not over the air from the dispatch. Vice Chairman Butt said to make the switch, this is an operating expense and can come out of the operating budget, the problem he has is with the \$7,000 software upgrade. Mrs. Bolton said she understands that the difference in the switch is that Bow dispatch was less money, even with the air cards. Vice Chairman Butt said he does not understand the communication upgrade request and feels it is a capital expense. Mrs. Bolton said the \$14,000 is a communication upgrade (radio). Selectman Lacasse said the subscription cost is an operating expense.

Selectman Donison said he is ok with the purchase, as long as Chief Begin stays within his budget, he might have to give up a request. Chairman Clow said Chief Begin needs to keep within his budget. Vice Chairman Butt has a problem with the \$14,000 request for hardware. Chairman Clow said the \$7,000 software upgrade is for the vehicle computers. Vice Chairman Butt said there are not lines in all department budgets for software upgrades, which is why they have the Capital Reserve. Selectman Lacasse said he is not sure what the requests are for. Selectman Lacasse said that anything that has to do with the conversion to Bow, he is fine with being an operating expense, but any new equipment is separate from the Bow switch.

Vice Chairman Butt said he does not agree the \$14,000 for radio equipment should come out of the 2009 or 2010 budget. He said there should be an article on the warrant to ask voters to put money into the Capital Reserve.

The Board discussed that they did not remember hearing anything about radios in Chief Begin's presentation. Chairman Clow said buying new radios is a capital expense. Mrs. Bolton the \$3,140.22 is for the air cards, \$11,645 plus \$2,079 is the radio upgrades for a total of \$13,724 and the software upgrade is \$7,080. Vice Chairman Butt said he agrees with the \$3,140.22 coming from operating budget. He has a problem with the \$11,645 coming out of the operating budget and thinks it should be a capital expense. Chairman Clow said software upgrades should be part of every budget. Vice Chairman Butt wants to know if this software request is because they are switching over to Bow dispatch.

Chairman Clow said the \$13,744 is a capital expense, the rest he agrees with. Selectman Lacasse said the air cards and the subscription should be an operating expense. The support fee goes along with the upgrade. Mrs. Bolton said the connection is there between the air cards and switch to Bow; they are definitely tied into the new dispatch. The Board is in question on whether the software upgrade is part of the switch to Bow dispatch and Mrs. Bolton called Chief Begin for clarification.

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Mrs. T. Connor said that the 2010 default, compared to the proposed is \$9,865 higher than what she calculates as the RSA default definitions. Vice Chairman Butt said the default is still \$60,000 less than last years adopted budget. Mrs. T. Connor said the 2010 default is 1.3% less than the 2009 adopted.

Mrs. Bolton said the \$2,079 is for R and R to put a radio over in Bow, \$6,000 plus \$1,080 is required to make the switch to Bow, \$3,144.22 for the air cards is part of the swap, and only \$625 out of the \$11,645 is required. \$7,080 is for the upgrade and support for the conversion to Bow. The Board is surprised that this is needed to make the switch. It was discussed that the expense will be an annual contractual obligation. Chairman Clow said if this is putting them on the same software as every other town in the State other than Goffstown, this is a positive change for the town. Selectman Donison said he is hearing the two PO's are necessary for the change over. Vice Chairman Butt said the right way to do it is to have the money come out of the Capital Reserve fund. If voters say no to put money into the Capital Reserve, they will have to find the money within the budget. Chairman Clow said he is ok with everything coming out of the bottom line, other than any new radio equipment. The \$2,079 radio request is needed to go to Bow for the conversion. Selectman Lacasse said to ask the voters to put money in the fund to fund the software.

Chairman Clow said Chief Begin needs to know which purchase orders to follow through with to stay in the bottom line. Chairman Clow said the Board is saying the air cards and subscription to use them is OK with them to purchase; Selectman Osborne does not agree.

Chairman Clow said the IMC software is part of the conversion. Selectman Lacasse said he would like to ask the voters to fund the fund to pay for it, if denied then they would have to find the money within the operating budget. Vice Chairman Butt said this should have been planned out; they can put article on the warrant. Vice Chairman Butt said if they expend through the 2010 budget, they can reimburse the operating budget from the Capital Reserve if it passes, but if it does not pass they have to decide where to fund it from.

Chairman Clow said the radio expense is new, but anything else that is related to the switch to Bow dispatch they should go ahead with. Selectman Lacasse agrees if they put an article on to request funding the capital reserve. Chairman Clow said if they spend it and then ask the voters to fund, and they say no, well the Board already spent the money. Vice Chairman Butt said he is not advocating for the expense to come out of the 2009 budget. Selectman Lacasse said it is a Capital Reserve Fund and is not designated to a specific item; the Computer Fund does not specify a department.

The Board agreed to purchase the air cards only out of the 2009 operating budget.

The Board agreed to cancel all but the request for \$3,140.22 and \$625 to come out of the 2009 budget for part of the conversion.

Vice Chairman Butt asked how they will instruct Chief Begin. The Board said they will tell him to take \$3,140.22 out of his 2009 budget and cancel the other purchase orders for 2009 and get a new purchase orders for 2010.

The Board will follow through on requesting money go into the two Capital Reserves.

**2010 BUDGET DISCUSSION** – Mrs. T. Connor said except for the addition of the Agricultural Commission there were no changes since the last print out.

The Board reviewed and compared the 2010 Proposed budget line by line with the 2010 Default budget and made minor adjustments when necessary.

Government Buildings line 596 - \$3,000 in the proposed for landscaping, was not included in the default.

Ambulance billing fee – now in separate line.

Mrs. Bolton said to change line 345 – police dispatch to \$33,100.

Change line 621 in Assessing – default to 0

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Health insurance was calculated at a 16% increase across the board. The difference between the projected 27% increase and the 16% increase is the cost increase of co pays and deductibles to employees.

Assessing training line 530 - \$100 – The Board discussed employees not utilizing their training/seminars lines. Chairman Clow said they need to be proactive through the year to encourage employees to utilize training.

Police PT Secretary/Wages line 116 – The Board discussed if the need is really there. Chairman Clow said they should push to have the position filled. Vice Chairman Butt has an issue with this line showing it has not been expended, but the bottom line within the department uses this money to cover over expenditures on other lines. The Board said they will ask Chief Begin to fill this position.

Mrs. T. Connor informed the Board she has not received the Fire Department's wages for the month of December.

The Fire Department budget needs to include mandatory CDL drug/alcohol testing and Hepatitis B shots.

The Library is budgeted differently than other departments in town. The Library budget has to all be appropriated to give them permission to expend, but some comes in as revenue from the trust funds.

The budget hearing has to be posted by January 12, 2010. Chairman Clow asked about reviewing warrant articles. The Board will be finalizing the budget on Monday, January 11, 2010, including warrant articles.

Mr. Neal Kurk reminded the Board that the Finance Committee had emailed the Board regarding having a zero tax increase. Chairman Clow said he does not think that is the job of the Finance Committee. The Board looks at the needs of the town and tries to determine the cost to the town. Vice Chairman Butt commented that they don't know the tax impact, because of the lag of revenues and they do not know what the voters are going to approve. Vice Chairman Butt said they are requesting items this year that were not approved last year, to maintain the current level of service. Vice Chairman Butt said they won't know the revenues until October of 2010. Mr. Kurk said the Board is going to be proposing an operating budget and the Finance Committee asked the Board to estimate revenues, they are asking for a budget that will reflect no change in tax impact, based on what the Board proposes. Mr. Kurk said they are asking for the Board's best estimate and to keep the tax impact the same for 2010 as it was in 2009.

Selectman Donison said in reviewing the budget tonight, the budget is very close to what was requested last year.

Chairman Clow said the default budget, because of contractual obligations, will reflect a change over last year. Chairman Clow said they utilized funds from the undesignated fund balance and the overlay to keep the tax rate flat last year and they had a reduction in revenue. Vice Chairman Butt said the Board's over the passed four years, have managed to keep the tax rate flat and had to utilize the undesignated fund balance.

Mr. Shepard said the Finance Committee is asking how they get from where they are now with the budget to reflect a zero tax impact increase. Vice Chairman Butt said the problem is within the individual warrant articles and what the voters approve. Vice Chairman Butt said they put articles on the warrant based on need and what they think they need is not going to reflect a zero tax increase. Vice Chairman Butt said they don't know the revenues until October. Chairman Clow said the Finance Committee should also be looking at the needs of the town, not just the bottom line of the budget.

Vice Chairman Butt said the Selectmen need to propose what they think the town needs and put the requests before the taxpayers. He said the Board is sensitive to what the economic situation is.

Mr. Kurk feels the Finance Committee sees its role differently than in the passed and said the role of the Finance Committee is to judge what is best for the town. Mr. Kurk said they were looking for things that would have to be cut (services) to meet a zero tax impact increase.

The Board said that revenues still need to be discussed.

Vice Chairman Butt mentioned that they are expecting \$60,000 less for vehicle registration.

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Mrs. T. Connor said she is showing an additional \$109,000 in revenue than what was estimated.

Vice Chairman Butt said the more revenue they receive then expected goes into the unreserved fund balance to help offset the tax impact.

### **ADMINISTRATIVE REPORT**

Mrs. Bolton told they Board that the Cartographic contract needs to be signed.

Mrs. Bolton informed the Board that a letter needs to be sent to Citizens Bank to revoke the privileges of the previous Town Administrator.

**Selectman Lacasse moved, Selectman Donison seconded that the BOS allow the Chairman to sign a letter to Citizens Bank to revoke the privileges of Fred Ventresco and all Naomi Bolton to have privileges. Passed 5-0-0**

Chairman Clow informed the Board that David Erikson, Chair of the Stone Fund, called with a request. The Stone Fund currently purchases a safety deposit box to store all of the records for the Stone Fund, which costs them \$170 a year. Mr. Erikson is asking for permission to have a locked container stored in the town office safe instead of paying for the safety deposit box.

**Selectman Lacasse moved, Selectman Donison seconded that the BOS allow the Stone Fund to store records in the town office safe. Passed 5-0-0**

### **CORRESPONDENCE**

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 11:30 p.m. pursuant to the authority granted in RSA 91-A:3II (a). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Selectman Lacasse moved, Selectman Osborne seconded to come out of non public session @11:50 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Selectman Clow moved to seal and restrict the minutes of the second non-public pursuant to the authority granted in RSA 91-A:3 II; Selectman Donison seconded the motion. The motion passed.**

**Chairman Clow moved, Selectman Lacasse seconded to enter into nonpublic session @11:51pm pursuant to the authority granted in RSA 91-A:3II(a). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0.**

**Chairman Clow moved, Selectman Lacasse seconded to come out of nonpublic session @12:10am. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0.**

**Chairman Clow moved to seal and restrict the minutes of the second nonpublic pursuant to the authority granted in RSA 91-A:3 II; Selectman Donison seconded the motion. The motion passed.**

**Chairman Clow moved, Vice Chairman Butt seconded to enter into nonpublic session @12:11am pursuant to the authority granted in RSA 91-A:3II (a). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Selectman Donison moved, Selectman Lacasse seconded to come out of non public session @12:25am. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

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**Selectman Lacasse moved to seal and restrict the minutes of the second nonpublic pursuant to the authority granted in RSA 91-A:3 II; Selectman Donison seconded the motion. The motion passed.**

**ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary